

# YAKIMA

REV	DATE	DESCRIPTION
Rev H	2/1/2019	added metric units, added section 4.1.6 and 4.1.7 about master packs

## 1.0 PURPOSE:

- 1.1. This procedure establishes the requirements for Yakima vendors to identify and handle containers that are shipped to Yakima facilities.

## 2.0 SCOPE:

- 2.1. This procedure applies to all vendors supplying product to Yakima facilities.

## 3.0 DEFINITIONS:

- 3.1. Container: Box, carton, keg, drum, barrel, crate, pallet, gaylord, or other suitable method used to ship product.
- 3.2. Lot ID: Numeric and/or alphanumeric characters up to 10 characters in length that identify one production run or that can be used to identify a particular production run (i.e. date produced, work order number, etc.) Parts fabricated in one production lot and shipped over several schedule dates may have the same Lot ID number.

## 4.0 PROCEDURES:

### 4.1. CONTAINER SPECIFICATION.

- 4.1.1. Whenever possible, recyclable material should be used, such as corrugated paper, reusable containers, thermoform plastics, etc.
- 4.1.2. Unless specified on the purchase order, quantity per container is subject to size and weight requirements.
- 4.1.3. The size of the container should be consistent with the contents. Material should completely fill the container or sufficient dunnage should be used to prevent cosmetic and/or functional damage to the contents.
- 4.1.4. Containers shall be sealed using tape, glue, etc. and shall not cause damage to parts.
- 4.1.5. Containers should weigh no more than fifty pounds (22.5 kg) per container unless prior approval is obtained from Yakima.



- 4.1.6. Master Packs of Finished Goods or Replacement Parts should contain no more than 50 Finished Goods or Replacement Parts per container unless prior approval is obtained from Yakima.
- 4.1.7. Master Packs of Finished Goods or Replacement Parts shall not be mixed with other Finished Goods or Replacement Parts.
- 4.1.8. Containers shall be able to withstand transportation to the receiving location and withstand rough handling to prevent cosmetic and/or functional damage to the contents.

#### 4.2. LABELING SPECIFICATION

- 4.2.1. Each container shall be identified with information that is correct, complete, and legible.
- 4.2.2. Part numbers should be bold and a minimum of 0.5" (12 mm) in height. All other characters should be 0.25" (6.4 mm) high. The part number should be legible from a distance of 20 feet (6 meters).
- 4.2.3. Although a machine printed label is preferred, hand printed identification is acceptable provided it meets the basic requirements. A bold permanent marker shall be used.
- 4.2.4. Container identification shall include the following:
  - Yakima part number
  - Yakima revision level
  - Purchase Order number
  - Lot identification number
  - Container quantity
  - Container weight
- 4.2.5. Reused containers shall have all old identifying information removed or covered in such a way as to avoid confusion and/or errors.

#### 4.3. PALLET REQUIREMENTS

- 4.3.1. Pallets shall be a minimum 48" x 42" (1.20 m x 1.076 m), or sized to fit the material, whichever is greater. Maximum overall load height shall not exceed 48" (1.20 m)
- 4.3.2. Pallets shall meet the minimum requirements for the load handled. Deck board spacing shall be adequate to support the containers without deformity. Deck boards should be a minimum of 3/8" (9.5mm) thick. Pallets should have a minimum of three bottom tie strips.



#### 4.4. CONTENTS

- 4.4.1. Quantity per container may be specified on the Purchase Order, and shall be consistent for all containers in a shipment. Only one container with a partial quantity is allowed per part number, per shipment or Purchase Order, whichever is smaller. This container shall be clearly identified as containing a partial quantity.
- 4.4.2. Different part numbers shall not be mixed in the same container. Parts being shipped against different Purchase Order numbers shall not be mixed in the same container.
- 4.4.3. Sufficient packing or barrier material (dunnage) shall be used to provide reasonable protection between parts, and between the parts and the container. The packaging shall also protect the contents from contamination due to foreign material such as dirt, debris, and moisture.

#### 4.5. LOAD REQUIREMENTS

- 4.5.1. All loads shall be firmly secured to the pallet by strapping, banding, shrink-wrap, etc., to maintain the integrity of the load. When strapping or banding is used, edge reinforcements will reduce damage to cartons on the top layer.
- 4.5.2. Multiple-pallet shipments shall be uniform in quantity per pallet, with one partial pallet quantity allowed per shipment.
- 4.5.3. It is the supplier's responsibility to ensure that pallets are not double-stacked by the transporter unless adequate measures are taken to prevent damage to the material.
- 4.5.4. Tubing and extrusion containers/packages shall not exceed 400 kg. Actual weight shall be specified on each container by the supplier. Maximum load height on truck shall be 2.5 meters.

#### 4.6. SHIPPING DOCUMENTATION:

- 4.6.1. A packing list is required for each shipment and shall contain the following information:
  - Yakima part number
  - Yakima revision
  - Purchase Order number
  - Lot ID number
  - Quantity shipped
  - Number of containers in the shipment

# **YAKIMA**

4.6.2. The packing list may be attached to a container in an envelope identified “PACKING LIST”, or may be included inside a container. If the Packing List is inside a container, that container shall be clearly marked with “PACKING LIST ENCLOSED”, and be easily accessible